

RMS

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CIA-RDP70-00211R000200170080-2

REPORTS -1

(July 1958 - Dec 1958)

Chief, Management Staff

November 1958

Chief, Records Management Staff

Weekly Report for Week Ending 12 November 1958

1. Contributions

a. Tangible

- (1) Eleven Agency offices transferred 431 cu. ft. of inactive records to the Center. The average weekly transfer rate since 1 January 1958 has been 212 cu. ft. Total holdings at the Center increased only 2,255 cu. ft. this year through October.
- (2) Completed one new and seven revised forms.
- (3) Consolidated and Improved Records Management Staff files thus releasing one four drawer safe to stock.

b. Intangible

- (1) Completed a study on the use of 10-inch paper for machine listings and recommended to the Chief, Supply Division, that this size be stocked in addition to the 11-inch machine paper. For many offices the 10-inch paper will save safe space and improve filing systems since it need not be filed flat as is necessary for the 11-inch size paper.

2. Assignments - Active

a. Forms

- (1) Eight new and 18 revised forms pending.
- (2) Printing Services Division Survey.
- (3) Reduction in Requirements for Forms. Revision of Form 1236, Non-Accountable Material Manifest, should change its shipping category from III to I. Two hundred thousand copies are used yearly.
- (4) Revision of Travel Order. Amending comments from DD/P.

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- (5) Teletype Dissemination Information Reports and Systems. ✓

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- (6) Revision of [REDACTED] Form - Submitted to Chief, [REDACTED], our analysis of 24 proposals on the form. Four employee suggestions were included.

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b. Shelf Filing

- (1) Office of Personnel. Installation of one-half of shelving completed. Awaiting shipment of balance.

- (2) Industrial Register/OCR. ✓

- (3) Acquisitions Branch Library/OCR. ✓

- (4) Map Library Division/OCR. ✓

- (5) Office of General Counsel. ✓

c. Filing Systems ✓

- (1) Office of Personnel Subject-Matter Files. Fourteen files completed; conversion of files in Employee Relations Branch is underway.

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- (3) Security Staff (New Building) - Project is on schedule. Kits for processing construction personnel are assembled; balance of processing equipment scheduled for delivery next week. 25X1A6a

- (4) Office of Communications, [REDACTED]

- (5) Office of Personnel/Contract Personnel Division. ✓

d. Audit and Revision of Records Control Schedules.

- (1) Medical Staff -

- (2) OCR.

e. Vital Records

- (1) The Office of Logistics, in its revised instruction on the VM Program, has shifted responsibility for VM from the Area Records Officer to the Administrative Staff.

1. Assignments - Inactive

- a. Off-Subject-Numeric Files Installations.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey

2. Notes 25X1A9a

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- a. Fred [REDACTED] received an orientation on the organization, functions and policies of the National Archives and Records Service, GSA.
- b. [REDACTED] reviewed and commented on the first draft of the U. S. Government Correspondence Manual developed by the committee on which he has been representing GSA. The Agency will be expected to comment officially on a future draft.

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